

# ENGINEERING TECHNICIAN II

**GRADE: 18**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The Engineering Technician II performs difficult technical and intermediate administrative work in engineering by applying sub-professional technical principles and practices to assignments in the area(s) of specialization. The work may involve review of single family building drawings and permit applications for such work as new structures, renovations, sediment plans, stormwater management plans, grading, paving, driveways and sidewalks to verify location, easements and other data, calculate fees and bonds, and issue permits, as well as field verification of site conditions; review and issue permits for utility companies working in the city right-of-way; skilled drafting or design work in support of civil engineers, topographic data layering and other work. Under general direction, the incumbent assures that details are correct, processes are followed, final documents are complete, etc.; the work has meaningful impact on the organization. The work requires a proactive approach with internal and external contacts to verify data, coordinate with utility companies and State offices, explain specialized matters to homeowners, developers and others seeking permits and approvals or other services, etc. Physical demands are mainly light as most of the work is desk/service counter work and some of the work is in the field requiring walking, some bending, etc. Working conditions are somewhat disagreeable due to exposure to all types of weather, mud and similar elements when working in the field. The work is subject to directed policies, practices and procedures under general supervisory review.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

- Reviews single-family dwelling plans, including grading, paving, driveways and sidewalks. Computes impervious surface area and storm drainage flow, assesses grading, reviews water and sewer connections, calculates fees and bonds, assures completeness of documents (such as correct signatures and date stamps) and issues/approves permits.
- Determines that proper permits and bonds have been obtained for private construction and ensures that work is properly performed before release.
- Assesses and verifies conditions in the field in response to citizen complaints or in support of civil engineers.
- Investigates and resolves complaints by property owners relating to improper grading or inadequate drainage.
- Explains information about departmental requirements and services to callers and visitors at the service desk.
- Prepares a variety of engineering drawings for public works projects illustrating various views, profiles and details based upon survey notes, design standards, and instructions from civil engineers. Independently locates utilities, property lines, and easements on plans.
- Prepares base and informational maps using the geographical information system (GIS).
- May post maps and information pertinent to public works projects to the departmental webpage for the public.
- Researches deeds, reconciles boundary conflicts, and prepares precise and complete property descriptions for use in Public Works projects.
- Researches engineering information, such as utility depth/location, property boundaries, property ownership, etc.
- Leads in the review of new plats, coordinating with a City civil engineer and then adding notes to the permitting system.
- Coordinates with the submitting engineer and City departments.
- Reviews storm water concept plans, requests for water meters, parking plot configuration plans and other aspects of small development projects.
- Writes easement documents, revocable license and maintenance agreements and deed descriptions.
- Reviews single family dwelling plans, including grading, stormwater management, paving, driveways and sidewalks; sediment control plans; and stormwater management and site plans for small development projects.
- Review plans and coordinates with utility companies, such as PEPCO, Verizon, and Washington Gas, to issue permits to work in the city right-of-way.
- As assigned, creates detailed topographic data layers in the GIS.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and a minimum of four years technical engineering experience, including at least three years experience in the specific area (drafting, GIS layering, etc.) of assignment. College course work in engineering may be accepted in lieu of actual experience. Possession of an appropriate driver's license valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices, methods, nomenclature and symbols of, and skill in, civil engineering to understand details in deeds and maps, compute areas, calculate water flow, obtain, verify and record survey data, draft basic engineering designs (including various views, profiles and details) or transform topographic data into GIS layers.
- Skill in written communication to read deeds and other property documents, review permit applications, prepare brief correspondence or reports, etc.
- Skill in oral communication to exchange routine and non-routine information with co-workers, other City employees, homeowners, developers, utility companies, State agencies, etc. This includes skill in encouraging effective oral communication by others, such as citizens making inquiries.
- Interpersonal skills to interact effectively with personal contacts in a customer-service oriented, businesslike manner.
- Skill in using modern software for planning, scheduling, email communication, word processing, and other applications, including, as assigned, GIS software to enter GIS data, create GIS layers and produce GIS maps, or Computer Aided Design and Drafting (CADD) to create, modify or use engineering drawings.